

ODP 0- 1463  
3 NOV 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson  
Director of Data Processing

SUBJECT: VM Training

*Don:*

In response to your question last week about customer training, here is the information we had hoped to give you during our MBO session on Thursday.

a. Our current published course schedule for October 1980 through March 1981 contains 32 courses to be taught by full-time instructors, covering 126 classroom days for 600 students.

b. For some time we have been augmenting published courses with special sessions to which we invite persons on the waiting list. These are taught by part-time personnel and they increase the training offered by 42%. In the October-March period we plan 14 such courses covering 53 class-room days for 225 students. The majority of the non-published courses (9 of 14) are in the area of Basic and Intermediate VM. These are our two most demanded courses and the use of part-time instructors has reduced the waiting time from approximately nine months to five months.

c. Plans are for the April-September 1981 schedule to include enough VM courses so the waiting period will never exceed six weeks. This is predicated on the addition of at least two additional contracted instructors. We will also need more access to OTE classrooms, but we have been getting excellent cooperation from OTE. *11/Key*

d. Since we can only schedule approximately 1/4 of our total course curriculum in any given month, the waiting time will always vary depending upon the date the request is received and date that particular course is scheduled to be given.

  
Bruce T. Johnson

STATINTL

Date

**ROUTING AND TRANSMITTAL SLIP**

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STATINTL

Action	File	Note and Return
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Coordination	Justify	

REMARKS  
DD/ODP - Cj

DW - <sup>over?</sup>  
Mtg w/ OF  
p/r

Thx Bruce  
Looks good - hope it  
meets the market  
demand.

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